



POLK
COUNTY
SCHOOLS

WONDERS OF WORD OFFICE 2007

Differentiating Instruction through Technology

Objectives:

1. Participants will use at least five visual presentation strategies to accommodate a document.
2. Participants will identify at least two strategies to help students with reading difficulties.
3. Participants will create an accommodated test.

Florida Diagnostic and Learning Resources System (FDLRS) is funded through IDEA, Part B and State General Revenue Funds to provide support services to Florida's Exceptional Student Education Programs

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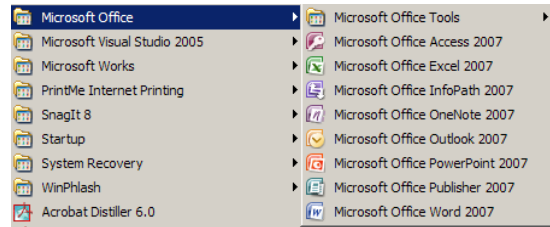
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Wonders of Word 2007

Start Microsoft Word:

1. Click on **Start**, drag up to **All Programs**.
2. Drag up to **Microsoft Office**, choose **Microsoft Word 2007**.



Alternate (No Mouse)

1. Click on the **flying Windows key**
2. Press the **P** key on the Keyboard, then press the Enter key
3. Use the **down arrow** or press the **M** key until you get to **Microsoft Office**, press the **Enter** key.
4. Arrow down to **Microsoft Word 2007**.

A new document page will open.

Observe the small blinking insertion line. Typed characters appear next to that line.



Office Button

Click on the “**Office Button**” located on the top left corner. A submenu will open which contains the following options:




New- Starts a new document or template. Choose the desired option and click on the “**Create**” button. **Ctrl key + N**

- **Open- Opens** an already existing document.
- **Converts- Converts** this document to the newest Word file format. This feature is only available if you open a previous version of Word.
- **Save-**Is used to save a document for the first time or replaces an existing document with the latest changes. You can also click the Save icon from the **Quick Access toolbar** or **Ctrl +S**.
- **Save As**
 - Is used to save a document for the first time,
 - Save as a template
 - Save two documents with similar information where the original document remains unchanged.
 - Save a document that is compatible to an earlier version of Word
- **Print-** Contains three print options
 - **Print-**allows you to select the printer and number of copies.
 - **Quick Print-** sends the document to the default printer
 - **Print Preview** – allows you to see the final copy before printing
- **Prepare-** Contains several options for preparing a document for distribution
- **Send** – Allows you to email or fax your document.
- **Publish** – Several options for distributing document to other people
- **Close-** **Closes** the document but does not **Exit** the program

Quick Access ToolBar



This bar contains the three most commonly used icons and may be customized to add your own commands:

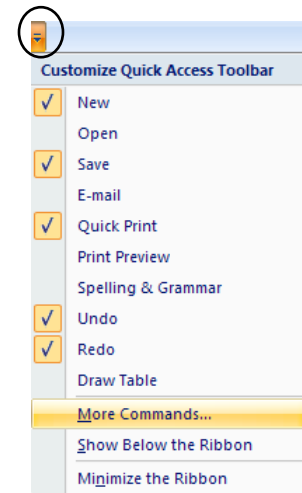
-  Save OR **Ctrl + S**
-  Undo Typing OR **Ctrl + Z**
-  Redo Typing OR **Ctrl + Y**

Customize the Quick Access Toolbar

1. Click on the **down** triangle by the **Quick Access toolbar**
2. Click on an unchecked option such as Quick Print so that you can print to the default printer without using the Microsoft Office Button

Customize the Access bar further:

- a. Click on the **down** triangle by the **Quick Access toolbar** and choose **More Commands**
 - b. At the next window click a command on the **left** and click **Add**
 - c. Click **OK**
- Remove any command from the Access bar by clicking on the command on the **right** side and choosing **Remove**



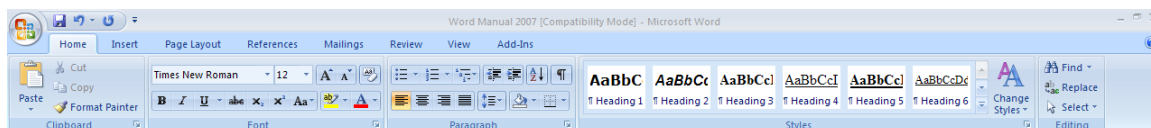
Ribbon

The ribbon replaces the toolbars found in the previous versions of Microsoft Office. It is designed to bring the most popular commands to the front so you don't have to search for them.

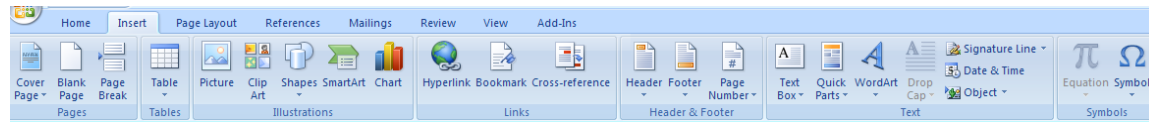
The ribbon is divided into eight tabs geared to certain activities. Within each tab are groups that show related items. Within the group you will find the command button which performs the option selected.

Tabs

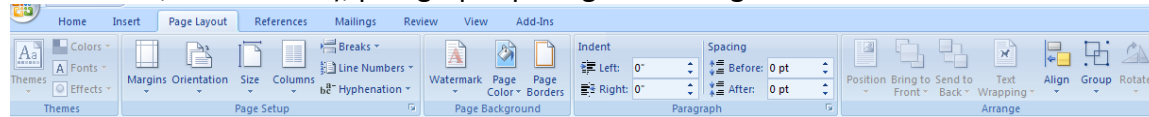
Home- Contains the common format options such as font, font color, size selections, cut, copy, paste, format painter, styles and alignment



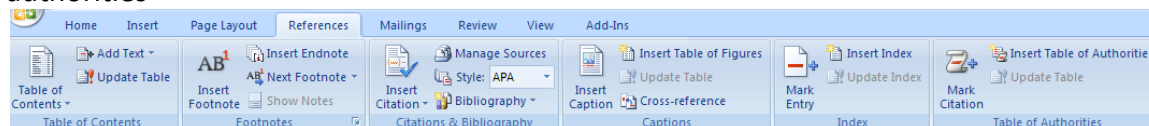
Insert- Contains the options for inserting a new page and page breaks, inserting clipart, picture, and charts, tools to create links, insert header and footer, option for text and the equation editor



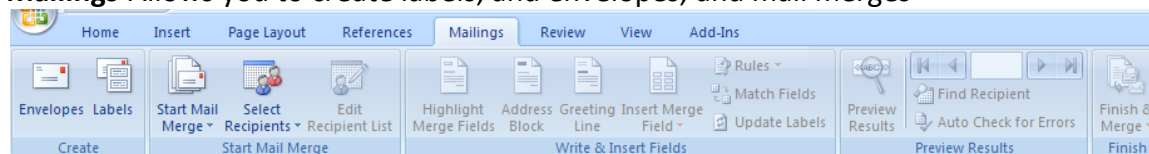
Page Layout-Contains the option for creating themes, page setup, page backgrounds (colors, watermarks, and borders), paragraph spacing and arrangements



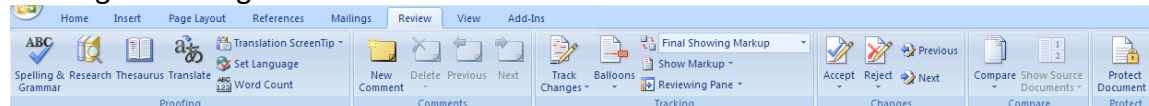
References-Contains the table of contents footnotes, citations, captions, indexes and table of authorities



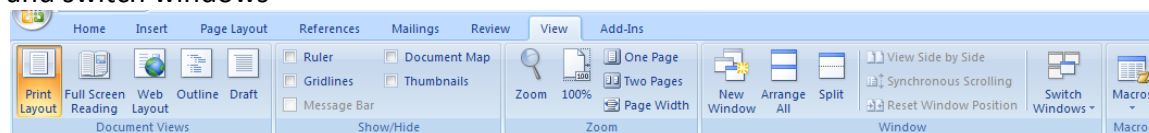
Mailings-Allows you to create labels, and envelopes, and mail merges



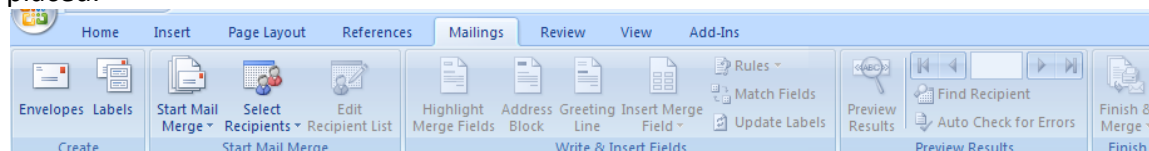
Review-Contains spelling and grammar checker, thesaurus, research, translator, comments, tracking and changes



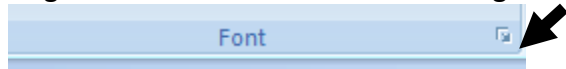
View-Contains the various screen views, the show/hide (ruler, gridlines document map), Zoom and switch windows



Add-Ins- This is the ribbon where supplemental programs that you install to extend the capabilities of Microsoft Word by adding custom commands and specialized features are placed.



If you cannot find a certain command you would most likely find them by clicking the small diagonal arrow located in the lower right corner of the group.



<http://office.microsoft.com>

At this website search for an interactive web guide called “**Word 2003 to Word 2007 Command reference**”. This web site allows you to look up the command in Word 2003 and then shows you where it is located 2007.

Minimize the Ribbon



1. Click on the **down** arrow by the **Quick Access Toolbar** (located on the top left side of the window).
2. In the sub list, click the **Minimize Ribbon**.
3. To use the ribbon while it is minimized, click the **tab** and then the option you desire.

*To restore the ribbon return to the sub list on the **Quick Access Toolbar** and uncheck the **Minimize Ribbon**.

***Control +F1** will quickly minimize and restore a ribbon

Keyboard Access for the Ribbon

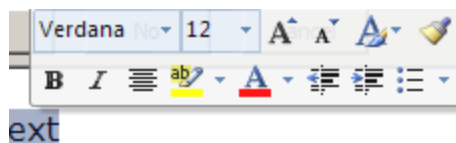
1. Press the **Alt** key, a set of letters will appear by the ribbon tabs.
2. Press the **letter** on the keyboard that corresponds to the desired tab, a set of letters will appear by the commands.
3. Press the **letter** on the keyboard that corresponds to the desired command.

*Some commands require that you press the down arrow until you reach the desired option and then press the Enter key.

*Some commands require that the text be highlighted before the command is activated.

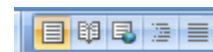
Mini Toolbar

When you highlight text a faded menu with several font options appear. Click on the desired option. This is a time saving feature so you don't have to click back on the home ribbon to find the desired feature.

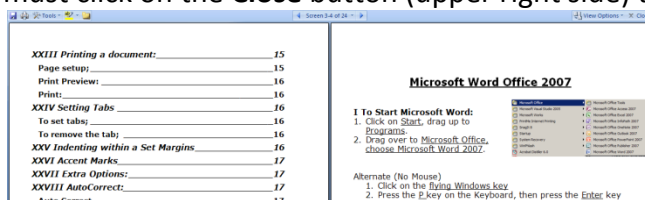


View Ribbon or Status Bar

There are five ways to view a Word document. These options are located on the **View** ribbon on the lower right corner of the screen.



1. **Print Layout** - shows how text, graphics, and other elements will be positioned on the printed page. This is the default typing mode.
2. **Full Screen Reading**- view the document in full screen for reading and commenting. You must click on the **Close** button (upper right side) to return to the print layout mode.



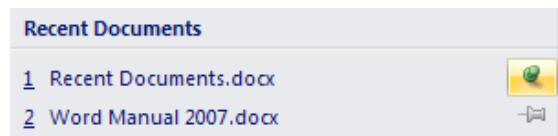
3. **Web View**-View the document as it looks on a web page
4. **Outline View**- move, copy, and reorganize text by dragging headings.
5. **Draft View**-View the documents as a draft to quickly edit text. It is text only.

Click the *Print Layout* button to return to the *Default

Recent Documents

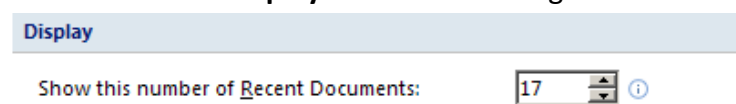
*The **Recent Document** Feature can help students quickly locate frequently used documents by pinning them to the menu. By default the recent documents will hold the 17 most recently used documents. When the eighteenth document is opened the oldest document will be removed from the list. If a student uses a document frequently it is a good idea to have the document pinned to the menu so that it is always available.*

1. Click on the **Office Button**
2. A list of Recent Documents will appear on the right hand side
3. Click on the **push pin** to the right of the document and it will turn green to identify that the document has been pinned



Change the Default Number of Recent Documents

1. Click on the **Office Button**
2. Click on **Word Options**
3. Choose the **Advanced Option**
4. Scroll to find the **Display** section and change the number **up to 50** documents



Visual Presentation

There is no formula for the perfect visual presentation. It is based on the student's individual needs. It is evaluated by sitting with the student and asking them when the format of the

document becomes clearer and easier for them to read. You may notice that they may copy or answer comprehension questions effectively.

Helpful Hints;

- Type only **one** space after a punctuation mark.
- **Never** type with the caps lock key on. Use the **Shift** key when making a capital letter.
- To indent a paragraph, press the **tab** key once.
- Press the Enter key **only** when starting a new paragraph or making a list. Remember word processors automatically wrap words to the next line.

Overtyping

This problem occurs when you least expect it and can cause MAJOR frustration.

The overtyping feature will type over any pre existing letter. This feature may turn on if the **Insert** key on the keyboard is pressed unintentionally. To stop the Overtyping option, press the **Insert** key on the keyboard.

Zoom

Magnify the text on the monitor for students who have vision difficulties, visual perception problems or specific learning disabilities. This option does not affect the printed document. This is a screen tool only. The zoom option allows you to magnify or zoom in on what you see on the screen without changing the document font size.

- Click on the **zoom option** slider located on the lower **right** side of the status bar. Drag towards the **+** to increase the text size and towards the **-** to decrease the text size.

Alternative

- **Ctrl** + the **roller ball** on the mouse



Correcting Errors

Press the **Backspace** key to delete the characters to the left of the cursor.

Or

Press the **Delete** key to erase characters to the right of the cursor.

Undo Option



On the **Quick Access tool bar**, click on the **down** curved arrow to correct a mistake you just made.

*Pressing this symbol repeatedly will continue to take you back one step.

*Click on the **down** arrow to the **right** of the **undo** symbol to see a list of recent actions. Click on any items in the list and it will simultaneously undo all the options above it in the list.

Keyboard shortcut - **Control Z**

Redo-The arrow pointing **up** contains a list of items that were undone. Click on an item you wish to have reappeared.

Keyboard shortcut - **Control Y**

Selecting or Highlighting text

*Highlight the document or selection **FIRST** in order to change the font, size, or style. The techniques below may be more efficient than dragging.*

Highlight the entire document

Press the **Control** key + **A**.

OR

Triple click in the **left** margin when the cursor is pointing to the **right**.

OR

On the **Home** ribbon click on the **down** arrow to the right of **Select** in the **Editing** group, and choose **Select All**.



Highlight a word

Double click in the word.

Highlight a sentence

Hold the **control** key and **click** in the sentence.

Highlight a paragraph

Triple click in the paragraph.

Highlight a specific section

Click in **front** of the first word to be highlighted.

Hold down the **Shift** key and click at the end of the desired section.

Alternative

Place your cursor at the beginning of the area to be highlighted and hold down the **Shift + Right** arrow to highlight characters

Shift + down arrow to highlight lines

Highlight a line

Click once in the margin to the left of the line.

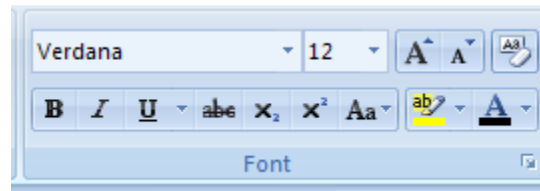
Remove the highlight

Click anywhere in the white area of the document.

Helpful hints:

- Remember when something is highlighted the next key you press will replace what is highlighted.

Font - Home Ribbon



Click on the **Home** tab

In the **Font** group you may select the font type, style, size, and color and more.

You may also use the mini toolbar.

Font Choices

Times New Roman

*Use clear, easy to read fonts. Nothing that is too fancy or curly. The Verdana font is reported as the font that is most easily read. Elementary teacher may prefer Century Gothic because it has the primary **a** vs. a*


1. **Highlight** the text.
2. From the **Home Tab**, click on the **down** triangle to the right of the font box and choose the desired font. (Or use the Mini Toolbar)


Font Size

12

Increase the font size for students with low vision. Some students with learning disabilities may benefit with fonts that are raised to a size 14 or 16.

1. **Highlight** the text.
2. From the **Home Tab**, click on the **down** triangle to the right of the **Font size** box and select desired size. (Or use the Mini Toolbar)

 **Grow Font-** **Highlight** text, click on the grow font icon until you achieve the desired size. (**Ctrl + (shift) +>**)

 **Shrink Font-** **Highlight** text, click on the shrink font icon until you achieve the desired size. (**Ctrl + (shift) + <**)

Clear Formatting



If you have made several accommodations to a document that doesn't seem to be working reset the document back to plain text

1. **Highlight** the text.
2. From the **Home Tab**, click the **Clear formatting** feature to remove all formatting.

Bold



Draw attention to items such as vocabulary words, directions, due dates and main ideas by bolding the text.

1. **Highlight** the text.

- From the **Home Tab**, click on **B**, (**Ctrl + B**) (Use Mini Tool Bar)

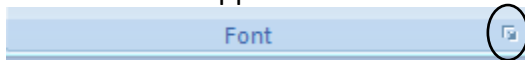
Underline



Underline text to emphasize items of importance. Use this option sparingly so that it doesn't clutter the page

- Highlight** the text.
- From the **Home Tab**, click on **U**. (**Ctrl key + U**).
- Click on the down arrow next to the U icon to select from various underline options. (Use Mini Tool Bar)

For **more font features** click on the diagonal button located to the right of the word Font. A Font menu will appear.

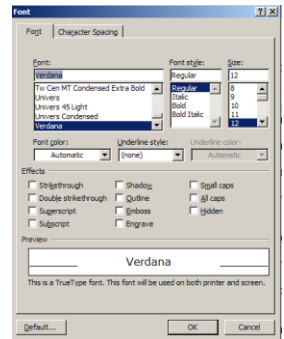


Text Color



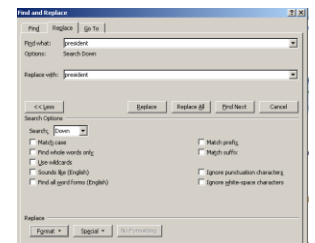
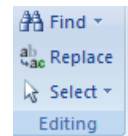
Add visual interest, draw attention to text and for some students make the document easier to read.

- Highlight** the text.
- From the **Home Tab**, click on the down arrow next to the **Font Color** and **choose** the desired color. (Use Mini Tool Bar)



Change all of the same word to a specific format

- From the **Home tab** choose **Replace**
- Type the word you want to format in the **"Find what"** Box
- Type the same word in the **"Replace with"** box
- Highlight** the word in the **"Replace with"** box
- Click on the **More** button and the window will open
- Click on the **Format** button located in the lower part of the window and choose **Font**
- In the Font window choose your color and click **OK**.
- Click on **Replace All**
- A message will appear informing you of the total number of words which will be changed. Click **OK**.



Background Color



Some student with Scotopic Sensitivity Syndrome as well as some student with low vision may benefit from changing the background color and adding a contrasting font color.

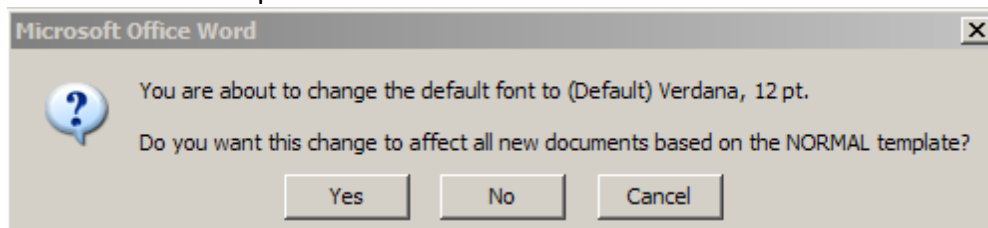
- Click on the **Page Layout** tab
- Click on the down arrow by **Page Color**.
- Choose the preferred page color.

- *A black background with yellow or white font gives the greatest contrast and works well with student with low vision.
- *Blue is reported as the preferred color for students with learning disabilities
- *Yellow and red (intense colors) is the filter of choice for many students with attention disorders.

Changing the Font Default

Word comes with a default font of Calibri font, size 11. To change the default of your font, size, and style.

1. From the **Home tab**, display the **Font** menu by clicking on the diagonal button to the right of the **Font** word. (**Ctrl + D**)
2. Choose on the desired options in the window and click on **Default** button.
3. A window will appear informing you of the change for all new documents.
4. Click on **Yes** to accept the new default.



Line Spacing

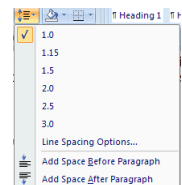


Increase the white space between the lines to makes the document easier to read.

1. **Highlight** text
2. Click the down arrow to the right of the **line spacing** command and choose the desired option.
 - Press the **Ctrl + 2** for double spacing.
 - Press the **Ctrl + 5** for 1.5 spacing.
 - Press the **Ctrl + 1** to return to single spacing.

If you do not see the feature you want click on the “**Line Spacing Options**” from the menu

- Click on the **line spacing down arrow** and choose **Exactly**. In the **At** box type the amount of space desire between the lines or use the up/down arrows.



Character Spacing

Increase the character spacing to assist students who have difficulty distinguishing where one letter ends and the other begins.

1. **Highlight** the text.
2. From the **Home tab**, click the diagonal arrow by the word **Font**.
3. At the Font window click the **Character Spacing** tab.
4. At the **Spacing** box, use the dropdown arrow and choose **Expanded**.

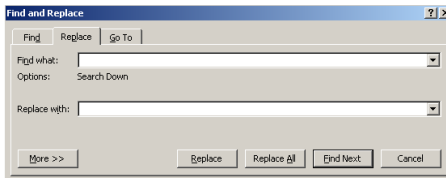
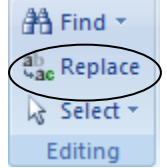


5. In the **By** box use the up/down arrow to find the preferred amount of spacing.
6. Click **OK**.

Word Spacing

Increase the amount of space between each word to help students distinguish where one word ends and another begins.

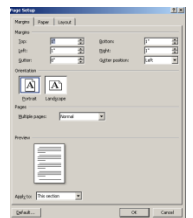
1. **Highlight** the text
2. From the **Home** Tab, choose the **Replace** option.
3. In the Replace box press the **space bar ONCE**.
4. In the **Replace With** box press the **space bar 2 or 3** times depending on the need
5. Click **Replace All**.
6. You will see a window that informs you of all the instances that are affected by the change.
7. Click **OK**.
 - Keyboard Shortcut **Ctrl Key +H**



Margin Increase

Increase the amount of white space in the left and right margin to decrease the amount of visual tracking a student will have to do.

1. Click on the **Page Layout** tab.
2. Click the **down arrow** below the **Margins** option.
3. Choose **Custom Margins**.
4. **Type** in the preferred margin size in the left and right box
5. Click **OK**.



Writing

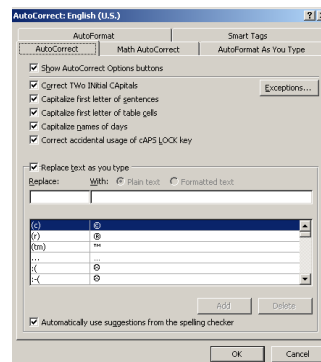
Auto Correct

The Auto Correct option may be used in two ways. The first is to assist students that consistently misspell the same word. Example they spell wuz for was. This avoids then having to constantly deal with the red underline word.

The second is for abbreviation expansion. This feature lessens the amount of keystrokes a student has to press in order to type out a word or phrase. Example XLD may expand to type out Lourdes Day. The idea of placing an X in front of an abbreviation came from Scott Marfililus who suggested this in case you want to type just the abbreviation.

Common Misspelled Words

1. Click on the **Office** button.
2. Choose **Word Options** (located in the lower left of the window).
3. Click **Proofing**.
4. Select the **AutoCorrect Options**.
5. In the “**Replace**” box type the misspelled word. (wuz)
6. In the “**With**” box type the correct word. (was)
7. Click **OK**.



Abbreviation Expansion

1. Open the **AutoCorrect Options** as above.
2. In the “**Replace**” box type, X and the initials. Example XLD or XFDLRS
3. In the “**With**” box type the whole word or phrase. Example Lourdes Day, or Florida Diagnostic and Learning Resources System.
4. Click **OK**.
5. When you return to the document type the abbreviation and press the space bar to get the expansion.

Auto Text

Auto Text is an option that can be used to store complete paragraphs or information that is typed often. This will reduce the number of keystrokes a student who is physically challenged will have to type.

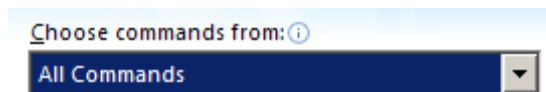
An example of a paper heading is below.

Lourdes Day Period 3	May 29, 2008 Math
-------------------------	----------------------

Add Command to Quick Access Toolbar

First you must add the **Auto Text** feature to the **Quick Access toolbar**.

1. Click on the **down** triangle by the **Quick Access toolbar** and choose **More Commands**
2. At the next window click on the down arrow by Popular Commands and choose All Commands
3. Scroll to find **AutoText** in the **left** column, click to **select** it and click **Add**
4. Click **OK**
5. You will now see the AutoText icon on the **Quick Access Toolbar** located in the top left corner of your screen.



Save and Use AutoText

Next

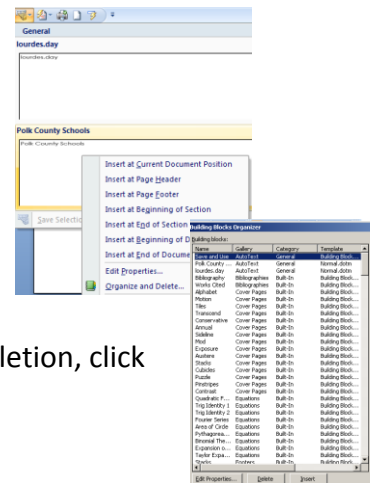
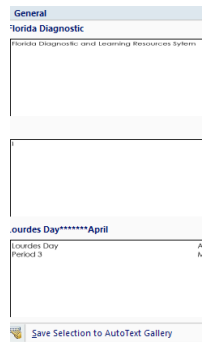
1. **Type** the heading or paragraph you want to be able to quickly access.
2. **Highlight** the selection.
3. Click the down arrow by the “AutoText icon”.
4. Choose “Save Selection to AutoText Gallery”.

Use the Saved Selection

1. Click the **AutoText** icon.
2. lourdes.dayChoose the **Quick Access toolbar** and **click** on your selection.

Delete from AutoText

1. Click on the down arrow by the AutoText icon on the Quick Access Toolbar and **drag** to the entry to be deleted
2. **Right** click on the Entry and choose **Organize and Delete**
3. A window will open, scroll to find the entry and click on it to **select**
4. Click on the **Delete** button. A message will appear confirming the deletion, click **OK**
5. Click **Close**



Spelling and Grammar - Review Ribbon

Red underlines – Misspelled word

Green underline- Grammar error

Blue underline- Contextual Spelling error (These are words that are flagged because they are words used in the wrong context.

Spell Check Methods:

Right click on the underlined word and choose the correct word from the sub menu.

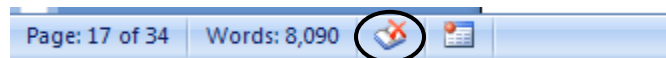
OR

Keyboard Shortcut for **spell check**-Press the **f7** key

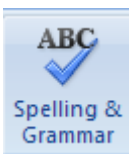
OR

Click on the **Proofing Errors** icon the **Status bar** in the lower left corner

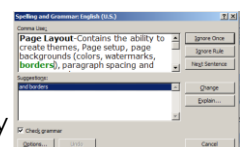
Dear Mrs. Day
Deer Mrs. Day



OR



1. Click on the **Review** Tab.
2. Click on the **Spelling and Grammar** option

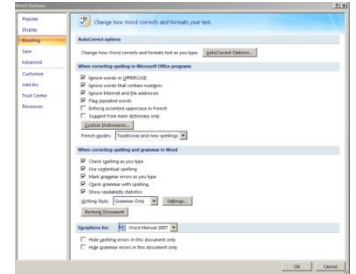


3. At the Spelling and Grammar window a list will appear in the suggestions box.
4. Double click on the correct spelling or grammar option

*You may also single click on the correct option and click on **Change**.

The Grammar checker will tell you what kind of grammatical error was made such as an extra space. It will also pick up on some commonly confused words such as there and their. However not all errors are recognized so you must proof read all your work. You may choose to ignore or change the errors.

If you have students that get frustrated by seeing all the red, blue, and green lines that identify their errors as they type, turn the feature off by: Clicking on the **Spelling and Grammar** option from the **Review** tab and then clicking on the **Options** button.

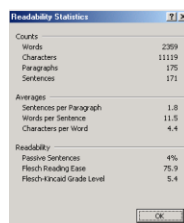


- From the menu uncheck from the “**Check spelling as you type**” and “**Mark grammar errors as you type**”. (This affects the current and future Word documents)
- From this menu you may also choose to turn off this feature for just the **current** document by clicking the “Hide Spelling or Grammar errors in this document only” in the Exceptions Section.

Readability Statistics

Readability statistics will give information about the reading level of the document, including approximate readability scores and grade level.

- a. Readability is rated on the average number of syllables per word and words per sentences.
- b. Grade level
Microsoft’s help guide explains grade level as; “Rating text on US grade-school level. For example: a score of 8.0 means that an eighth grader can understand the document. For most standard documents, aim for a score of approximately 7.0 to 8.0.”
- c. Reading Ease
Microsoft’s help guide explains reading ease as; “Rating text on a 100-point scale; the higher the score, the easier it is to understand the document. For most standard documents, aim for a score of approximately 60 to 70.”



Score mapping table:

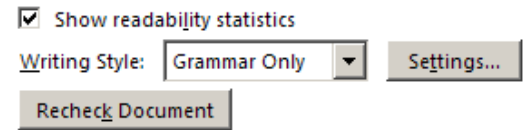
Flesch Reading Ease Score		Readability Level
0 - 29	→	Very difficult
30 - 49	→	Difficult
50 - 59	→	Fairly difficult
60 - 69	→	Standard
70 - 79	→	Fairly easy
80 - 89	→	Easy
90 - 100	→	Very easy

To display the readability statistics

1. Click on the **Office Button** and choose **Word Options**
2. Click on **Proofing**
3. Check **Readability Statistics**

OR

1. Click on the **Review** Tab
2. Click on **Spelling and Grammar** option
3. Click on the **Options** button
4. Click on **"Show Readability Statistics"**



Thesaurus

Students may know a variety of adjectives such as wonderful and fantastic but will often use the same description words such as good/great because they are words they are comfortable spelling. The Thesaurus gives a list of synonyms for the word that is highlighted and introduces or reminds students of other adjectives.

- **Right** Click on a word, choose **Synonym** and **click** on the desired word.

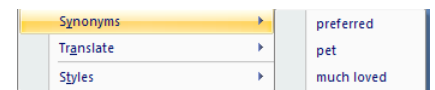
OR

- Keyboard Shortcut **Shift + F7**

OR



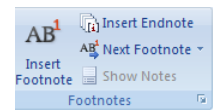
1. **Highlight** a word
2. Click on the **Review** Bar
3. Click on the **Thesaurus** option



Footnote and Endnote

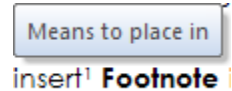
Use footnotes and endnotes to clarify instructions, give definitions, helpful hints, check comprehension or even let the student know what to do next. Footnotes appear at the bottom of the page, endnotes appear at the end of the document.

1. Choose the **Reference** Tab.
2. Place your **cursor** where you want the reference number to appear.
3. Click on the **Insert Footnote** icon (**Alt+ Ctrl +F**) or **Endnote** (**Alt + Ctrl + D**).



¹ Means to place in

4. The student will see the footnote on the bottom of the page or they may lay their cursor on the footnote or endnote number and see the text that was typed.



Show and Hide Format

Turn on the Show/Hide feature so that a student can self check the format of their work. A dot will appear between each word to represent when the space bar was used. An arrow pointing to the right will represent the tab key. A backwards P represents the Enter Key being used.

1. Click on the **Home** Tab
2. Click on the **Show / Hide**
3. You will see the formatting marks that symbolize your actions.
4. You can add or delete the formats as necessary.



Dear Mrs. Day,
→ I am writing to inform you that you are the grand prize winner of the Publisher's
Clearing house.

Shortcut- Ctrl+ Shift + *

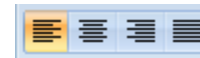
Align Text

Type the text

Left Align = Ctrl key + L
Center Align= Ctrl Key + E
Right Align= Ctrl Key + R
Justified = Ctrl Key + J

Alternative

1. Click on the **Home** tab
2. Choose from any of the **alignments** in the **Paragraph** group



Change Case

If a student accidentally types with their "Caps Lock" key on, you can easily correct the error using the following methods

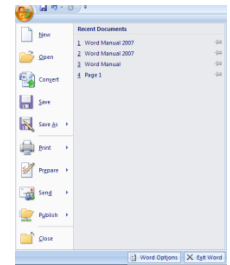
1. **Highlight** the text.
2. Choose the **Home** Tab
3. Click the down arrow to the right of the **Change Case** icon and click on the desired selection. (Sentence case, lowercase, UPPERCASE, Capitalize Each Word, tOGGLE cASE) (Keyboard shortcut - **Shift + F3**)



Note the computer is set to default all first letters to capitalization including words you type in a list.

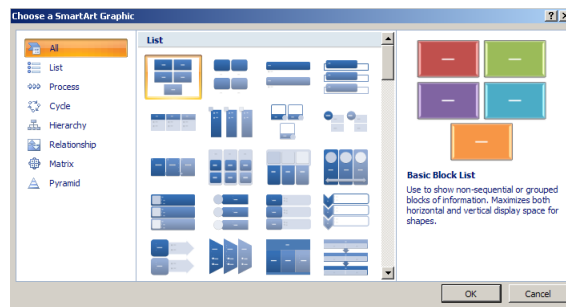
To remove this option:

1. Click on the **Office** Button
2. Click on the **Word Options** button
3. Click on **Proofing** (Left side menu)
4. Click on the **Auto Correct Options**
5. Uncheck the box to the left of **Capitalize first letter of sentence**.



Smart Graphics

Visual organizers help students to study and organize information for writing. Word 2007 contains basic organizers for creating list through more complex Venn Diagrams



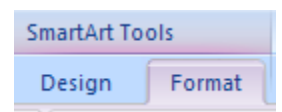
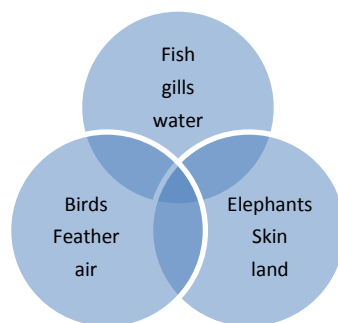
1. Select the **Insert** tab.
2. Click on the **SmartArt** icon.
3. Click on the desired graphics and click OK.

Move the Smart Art by:

Right clicking on the item

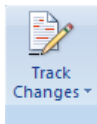
Choose Text wrapping – Either Tight or Square

4. Type the desired text in the graphics.



When you select the SmartArt item, a **SmartArt Tools Design** and **Format** ribbon will appear that allows you to further customize the SmartArt design.

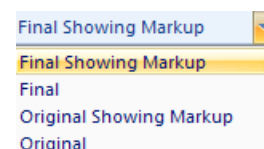




Track Changes

The “Track Changes” feature allows students and teachers to interactively edit a document on the computer. The teacher or even another student may suggest changes and then the author of the text may choose to accept or reject the changes. The teacher can monitor the comments and changes as the document progresses.

1. The **author** types the document.
2. The **editor** chooses the **Review** tab and clicks on the **Track Changes** icon (**Ctrl + Shift + E**). The button will highlight to indicate it is on.
3. The **editor** types suggestions which will appear in red.
4. The **comments** button may be used to add a statement explaining the changes.
5. The **author** then chooses the **Track Changes** icon again to turn off the tracking feature.
6. The author may accept or reject the changes, by either:
 - a. **Right** clicking on a suggestion and choosing to **Accept** or **Reject** the changes.
 - b. Or use **Accept** or **Reject** button on the **Review** ribbon.
7. In order to see the document without all the marking, click on the arrow by the “**Final Show Markup**” icon and choose **Final**.

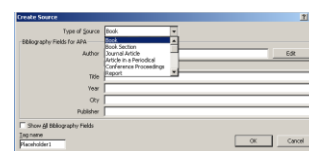
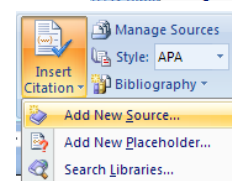
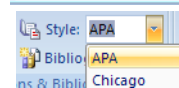


Bibliography

This feature allows the students to gather the required information about the sources they used to write a report and then have Word automatically create a Bibliography

Create Citations

1. Place the insertion point at the end of the cited paragraph
2. Click on the **References** tab
3. Click on the **Style option** and choose the style for the citation (APA, MLA, Chicago...)
4. Choose the down arrow by **Insert Citation** and Click on **Add New Source**
5. Click the down arrow by the **Type of Source** and choose the type of item to be cataloged and complete all the fields on the window
6. Click **OK**
7. You will see the a reference place at the end of the paragraph for example (The White House, 2008)



Insert a Bibliography

1. Click where you want to insert the bibliography
2. On the Reference tab click Bibliography
3. Choose either Bibliography or Work cited

Examples:

Bibliography

Shakespeare, W. (1590). *Romeo and Juliet*. London: Works Press.

The White House. (2008, Feb 4). Retrieved Feb 4, 2008, from The White House: www.whitehouse.gov

Works Cited

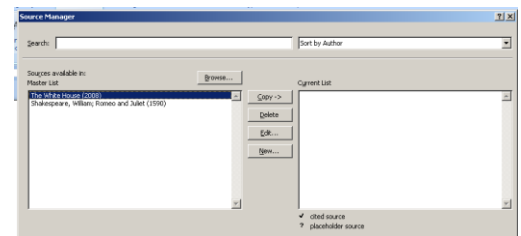
Shakespeare, W. (1590). *Romeo and Juliet*. London: Works Press.

The White House. (2008, Feb 4). Retrieved Feb 4, 2008, from The White House: www.whitehouse.gov

Edit Manage Sources


When you create a new document you may wish to use some previously created sources in the Bibliography

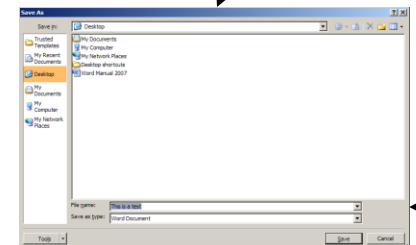
1. From the **References** tab choose **Manage Sources**
2. Click on the desired source on the **Master list** and click **Copy**.
You will see on the current list
3. When all the sources are on the current list follow the directions for inserting a bibliography



Save

To save a document for the first time:

1. Choose one of the three options below:
 - a. Click on the **Save Disk**  (located in the top left of the screen, **Quick Access Bar** OR
 - b. Press **Ctrl + the S** Key, Or
 - c. Click the **Windows Office Button** and choose **Save**
 - i. At the submenu, choose Word Document or other format.
2. At the Save As window, click on the triangle to the right of the **Save in** box. Choose the appropriate destination for your document.
3. At the **File name** box drag over to highlight the title in the name box and title your document something you will easily remember.
4. Press the **Save** button.
 - To save an edited document-Click the **Save** icon or press the **Ctrl + S**. This will replace the earlier version with the latest changes.



*To Save the same document but with a new name use the **Save AS** command from the **Windows Office Button**. You may then choose the location for the document and rename the new copy.

Helpful Hints;

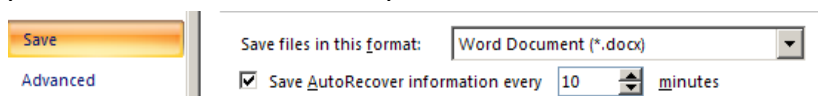
- By default most Microsoft documents will save into the **"My Documents"** folder.

- If the machine is going to be used by several students and/or teachers it may be a good idea for each person to have their own flash drive to save their work. This will prevent your hard drive from getting cluttered.

 **Do Not use “, : , / , | * , ? , < , > in the title. Word will not accept this symbols as the file name.**

You may specify how often Word will automatically save a document.

1. Click the **Windows Office Button** and choose the **Word Options** feature located at the bottom of the menu.
2. Choose the **Save** option in the left task pane and then type how often you want Word to Save. By default it is set to save every 10 minutes.



Save As PDF Or XPS

1. Click on the **Office** button and choose **Word Options**
2. Click on **Resources**
3. Click the button by **Go to Microsoft Office Online**
4. Click on the **download** tab and search for **PDF** in the download search box
5. Choose **2007 Microsoft Office Add in: Save AS Microsoft PDF or XPS**
6. You will see a validation screen click **Continue** and follow the download directions. Several screens later **Choose Run** in order to install the software

Convert any word document by:

1. Click on the **Office** button and choose **Save As**
2. Select PDF or XPS.

Reading

*If you need to have an entire document read you may want to download a free program called Natural Readers. This may be downloaded from www.naturalreaders.com. The free version uses the robotic voices that come with your windows system. You may purchase a much better voice for \$39.95 from this website. It would be worth the upgrade if a student needs the auditory input to go along with the visual text. Natural Reader reads not only Word documents but also emails, and the internet. **Highlight** the selection, click the read selection (**right arrow**) and it will read what is highlighted. The program also provides an auditory word processor for students who need to hear what they are typing.*



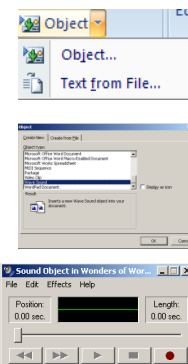
Voice Note

A voice note allows you to record your voice on a document to assist students who have difficulty with decoding or comprehension. You may use this to read passages, and test

questions. Students who have fine motor problems could be taught to use this feature to answer questions orally.

Create a Voice Note:

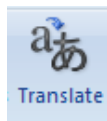
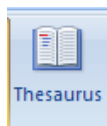
1. Choose the **Insert** Tab
2. Click on the down arrow by **Object** (far right of side of the ribbon).
3. Choose **Object**
4. At the window, scroll to find **Wave Sound** and **click** to select it. Click **OK**
5. At the **Sound** window click the **red** button to **record**, the **black** button to **stop**, and the left arrow to **rewind**/playback.
6. When you close the window a speaker symbol will appear.



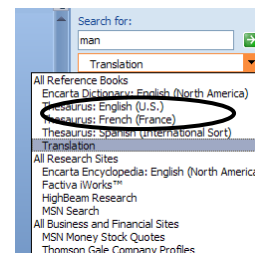
*To hear the voice note: **double** click the **speaker symbol** 

Proofing (Definitions, Synonyms, Translation)

Students who are unsure of the meaning of a word can quickly get the definition or the translation of a word. This feature helps with both reading and writing.

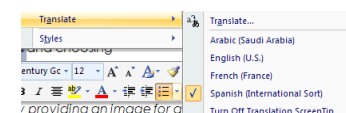
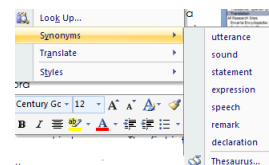


1. **Highlight** a word. (If you use this several times in the same document you will have to press the green arrow next to the search for word to change the selection).
2. Click on the **Review** tab.
3. Choose the desired icon. **Research, Thesaurus, or Translate.**
4. A task pane will open to the **right**.
5. Click on the **down arrow** next to second line and choose the preferred Reference Book. (Encarta Dictionary, Thesaurus in English, Spanish or French, Translation or Encyclopedia).



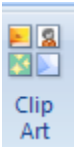
Alternative

1. **Right** click on a word
2. At the submenu choose **Lookup** (Research), **Synonyms** (Thesaurus) or **Translate**.
 - If you **right** click on a word and choose **Translate** you have the option to turn on a translator.
 - While it is on **lay** your **cursor** on a **word** and a screen tip with the translation will appear
 - Turn it off by **right** clicking on a word and choosing **“Turn off translation screen tip”**



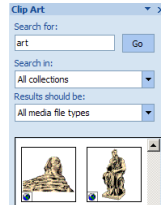
ClipArt

Clip art adds visual supports to documents by providing an image for a new concept or vocabulary word. Pictures with a globe on the left side reside on the internet and are only available if you are connected to the web. Pictures with a star mean it is an animated gif and will move in programs such as PowerPoint.



Adding Clip Art - Insert Ribbon

1. Place your cursor where the picture will be inserted
2. Click on the **Insert** tab
3. Click on the **Clip Art** icon
4. A Clip Art task pane will open on the right hand side of the screen.
5. Type the name of the picture you are looking for in the “**Search for:**” box.
6. Click **Go** or press the **Enter** key.
7. **Click** once on the image you want to insert. It will place it where ever your cursor is located. Images with a yellow star indicate they are animated gifs so they move in a PowerPoint Presentation.



Picture Tools/Format Option - Format Ribbon

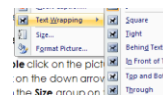
In order to show the **Picture Tools/Format ribbon** you must **double** click on a picture. The tab will appear after the Add-Ins tab.

Move Picture

A picture may be moved by clicking in the center, holding the mouse button down and dragging the picture to a new location. However there are times the picture will not move to the exact desired location. In this case you may want to follow the text wrap directions below.

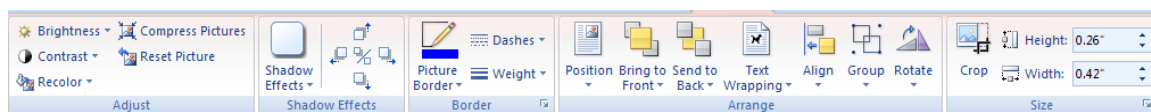
Text Wrap

1. **Right** click on the image.
2. Choose **Text Wrap** from the sub menu.
3. Make your selection.
4. Click **OK**.



Alternative

1. **Double** click on the picture to select it. (Notice that from any ribbon if the picture is selected the Format/Picture option will appear after the Add-Ins tab).

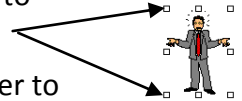


2. Click on the down arrow to the right of **Text Wrapping** feature

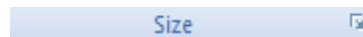
3. At the submenu choose, **Square** to have the text wrap around the picture in box shape, or use **Tight** if you want the text to wrap using the image shape.
4. Click in the center of the image and drag the picture to the preferred location.

Resize Picture

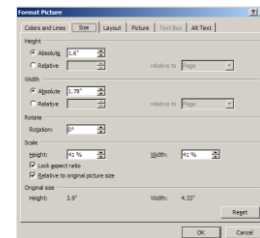
1. Click on the picture to select it. Resizing handles will appear.
2. Click on **one** of the corner handles and drag diagonally **towards** the center to decrease the size of the picture.
3. Click on **one** of the corner handles and drag diagonally away from the center to increase the size of the picture.



Alternative method



1. **Double** click on the picture to select it.
2. Click on the down arrow next to the Size.
3. From the **Size** group on the **Picture Tools Format** ribbon, highlight the **Scale - Height** box and type in the desired size.
4. Click **OK**.

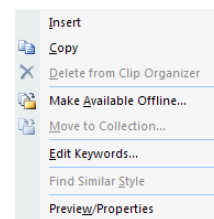


OR

1. **Right** click on the picture
2. Choose **size**
3. **Type** in the size in the height box
4. Click **Close**

Make Clips Available Offline

1. From the **Clip Art Task Pane** place your cursor on the desired picture
2. A down arrow will appear on the right side of the picture
3. Choose **Make Available Offline**
4. Pick the Favorite Category and click **Ok**
5. When you press the command you will see the picture on the task **without** a globe in the corner



AutoSummarize

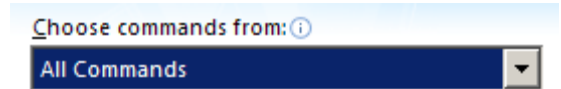
Microsoft defines the AutoSummarize option as the following: AutoSummarize identifies the key points in a document for you to quickly scan or share with others. The AutoSummarize feature works best on well structured documents, reports, articles, and scientific papers.

Often times when students encounter large documents the text may be overwhelming. Using the AutoSummarize feature allows the teacher or the student to create an "Executive summary" which allows the student to preview what they are about to read.

Add the AutoSummarize Feature to the Quick Access Toolbar

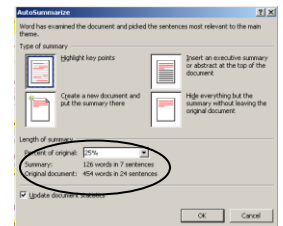
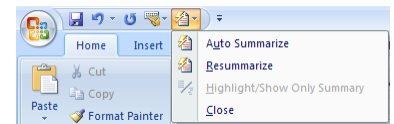
AutoSummarize is not part of the ribbon therefore it **MUST** be added to the Quick Access Toolbar

1. Click on the **down** triangle by the **Quick Access toolbar** and choose **More Commands**
2. At the next window click on the down arrow by Popular Commands and choose All Commands
3. Scroll to find **AutoSummary** in the **left** column, click to **select** it and click **Add**
4. Click **OK**
5. You will now see the **AutoSummary** icon on the **Quick Access Toolbar** located in the top left corner of your screen.



Use AutoSummarize

1. Click on the **down** arrow by the **AutoSummarize** icon on the **Quick Access toolbar**.
2. Choose any of the four options.
 - a. **Highlight key points**-highlights the important points on the document itself
 - b. **Create a new document and put the summary there**-Opens a new word document and places the summary there.
 - c. **Insert an executive summary or abstract at the top of the document**- places the summary at the top of the text. This would be a good preview of the text a student is about to read.
 - d. **Hide everything but the summary without leaving the original document** - Hides everything except the summary.



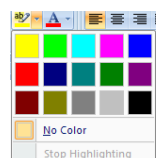
* Set the length of the summary by choosing it from the drop down on the menu.

Study Skills

Teach students the use of highlighter tools. This strategy can be used to find important concepts, identify new vocabulary words, distinguish between nouns, verbs or other parts of speech, sort main idea from details, categorize items and mark concepts that may need clarification.

Highlight Text

1. Choose the **Home** tab.
2. Click the **down** arrow by the "Highlight text" option and choose a color.
3. **Drag through the text to highlight.**



(Or click the highlighter on the mini toolbar)

Remove the highlight:

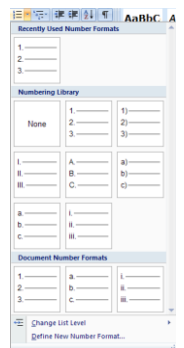
1. **Drag** over the text that is currently **highlighted**
2. Click on the down arrow to the right of the **Text Highlight icon** and choose **“No Color”**.

Stop the Highlight – Click on the highlight tool again from either the Home tab or the mini toolbar

Numbering

Number items in list to show the order of importance or to help students understand what must be done first.



1. **Type** and then **highlight** a list.
2. Choose the **Home** tab.
3. Click on the **“Numbering”** option or use the down arrow by the option to choose a different numbering style.



*You can also type the first item in the list and then choose the numbering option. When you press the Enter key the next item on the list will be numbered.

*To stop the numbering, press the numbering icon again.

If you need to create an Outline look:

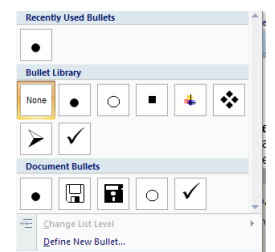
1. Type point number one with the number option turned on.
 - a.  **Decrease indent**- Bring the point further to the left (Keyboard Shortcut press the **Shift** key + **Tab**)
 - b.  **Increase Indent** brings the point toward the right (Keyboard shortcut press the **Tab** Key)

Bullets

*Use the **“Bullets”** option to identify important points on a document.*



1. Choose the **Home** tab
2. Click on the down arrow to the right of the **“Bullet”** icon to choose a different bullet.
3. Click on the **“Define New Bullet”** option at the bottom and then chose **“Symbol”**.
4. Under the **Font** menu there are several font options that have great bullets. Example Webding and Wingding.



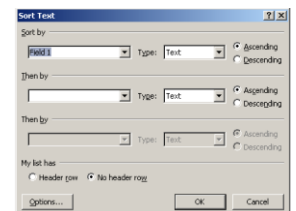
5. **Click** on the desired symbol and then click **OK** (twice).
6. Use the check box bullet to create a “To Do List” students may use. You will find the check box in the **Wingding** font menu.

Sort/Alphabetize

1. **Highlight** a typed list.
2. Choose the **Home** tab.
3. Click on the **Sort** icon.
4. At the next window click the down arrow below “Sort by”.
5. Choose **Field 1**
6. Click **OK**.

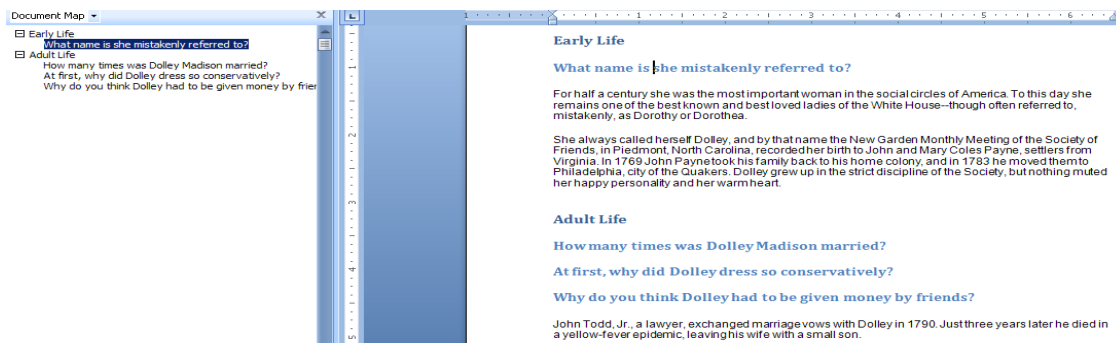


Pat	Cat
Sat	Sat
Rat	Pat
Cat	Rat



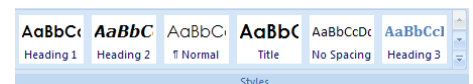
Document Map

A document map is a separate pane that may serve as a quick guide through a long document. You may type questions for students to think about during reading or heading titles to give them a quick guide (similar to a table of contents). You may even type both headings/questions if you choose.



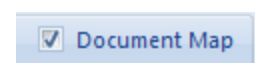
First you must create/type the headings or questions.

1. **Type** text that will serve as headings or questions.
2. **Highlight** the heading or question and click on the **Home** tab.
3. Choose **Heading 1**, **Heading 2** or **Heading 3** from the **Style** grouping.



Show the document map

1. Choose the **View** Tab.
2. Click to **check** the box next to the **Document Map** option in the Show/Hide group.
3. A task pane will open on the **left**.

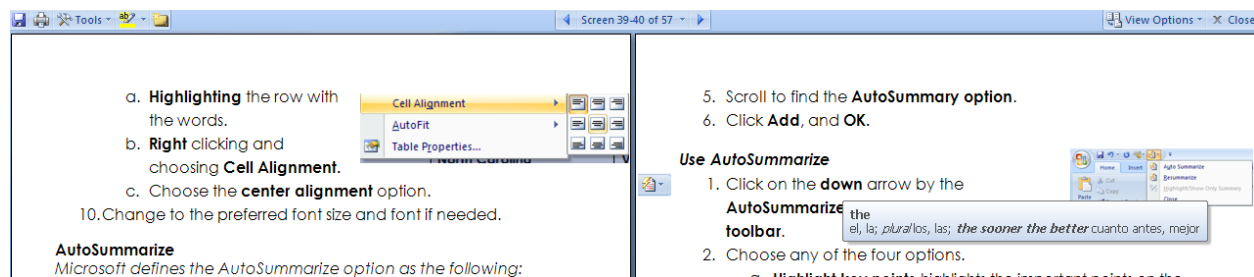


- Click on either the heading or the question and the cursor will move to that location on the document.

Close the document map by either clicking on the x in the task pane or unchecking **Document Map** from the **View** tab.

Full Screen Reading View

The reading view may be an easier format for students to research vocabulary or concepts, highlight important points and translate single words into Spanish and French as they read.



- Click on the **Full Reading View** located on the **status** bar in the lower right corner
- From the **Reading view**, click on the **down** arrow by the **Tools** feature (upper left corner) and select research, translate, highlight, comment or find.

*Click on the **Close** button located on the top right corner of the screen to return to the print layout view.

Hyperlinks

Hyperlinks are a great way to help students navigate the Internet and to help limit their research to specific sites.

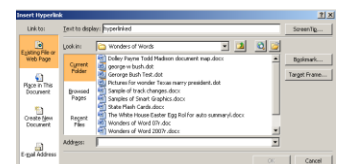
Keyboard shortcut **Ctrl +K**

Or

- Highlight** or **select** the text or graphic to be hyperlinked
- Right** click on or selected text or picture and choose **Hyperlink**
- Highlight** or **select** the text or graphic to be hyperlinked

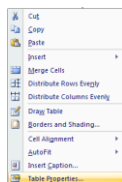
Or

- Highlight** or **select** the text or graphic to be hyperlinked
- Click on the **Insert** Tab and choose **Hyperlink**
- Highlight** or **select** the text or graphic to be hyperlinked

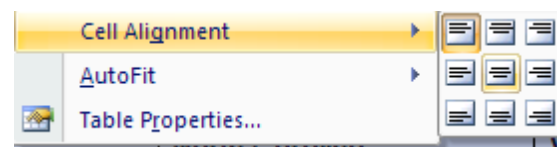
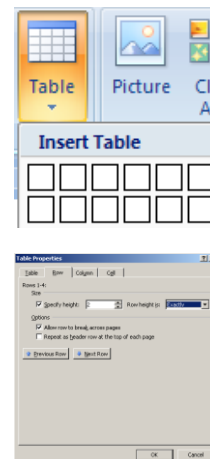


Flash Cards

This is a great idea from Judy Sweeny (www.onionmountaintech.com), for using the table feature to create flash cards. This strategy reinforces vocabulary words, math skills and new concepts.



1. From the **Insert** tab click the **down** arrow below the **Table** icon.
2. Select the number of rows and columns needed for your flash cards. For example six cards require 3 columns and 4 rows.
3. **Insert** the **pictures** in row 1 and 3.
4. **Type** the **name** of picture in rows 2 and 4.
5. **Highlight** the entire table by dragging through all the cells.
6. **Right** click in the highlighted table and choose **Table Properties**.
7. Click on the **Row** Tab and type the desired height in the “**Specify height**” box.
Example 2. In the “**Row Height In**” box choose “**Exactly**” from the drop down menu.
8. Click on the **Column** tab and type 2 in the “Preferred width” box. This will create 2” * 2” cells. Click **OK**.
9. Center the words by:
 - a. **Highlighting** the row with the words.
 - b. **Right** clicking and choosing **Cell Alignment**.
 - c. Choose the **center alignment** option.
10. Change to the preferred font size and font if needed.



Test Taking

If a student has visual perception problems they may have difficulties matching an answer in a word bank to the correct question. Create test on the computer that contain Drop- Down menus.

Table

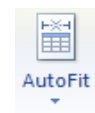
Create a table to easily align choices in a word bank

1. Click on the **Insert** Tab
2. Click on the down arrow by **Table**
3. Drag across as many columns and cells as choices in the word bank



To make the cells automatically expand to fit the content of the cells

1. Click on **the table layout tab**
2. Choose the **Autofit** icon
3. Click on **Autofit to Window**

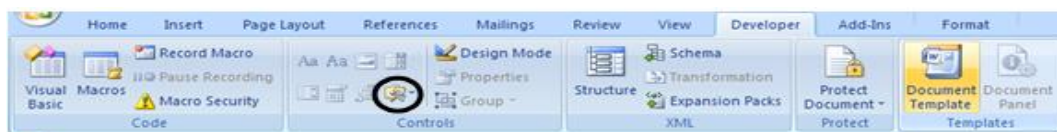
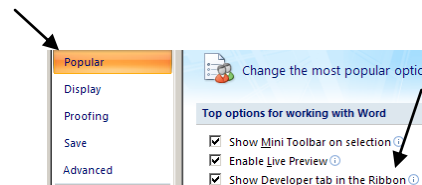


In order to create and protect documents with special features you will need to add the **Developer** tab.

Developer Ribbon



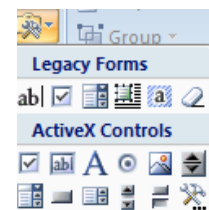
1. Click on the **Microsoft Office Button**.
2. Choose the **Word Option** located in the bottom right corner of the menu.
3. At the next Window, choose **“Popular”**.
4. Select **“Show the Developer tab in the Ribbon”** check box. Click **OK**.
5. Notice the **Developer** ribbon is now a part of the original Microsoft Office Ribbon.



Content Control

Once the Developer tab becomes available you will be able to specify and control the data that goes into the selected fields.

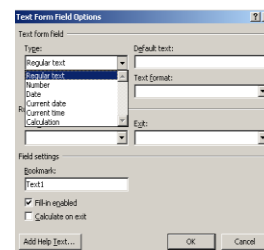
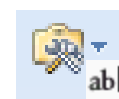
*Any field that requires a response must be marked with a text form field, check box form field, **OR** a Drop-Down form field. Once a document is protected, only areas that contain a form field will be able to be completed. The document cannot be changed and no additional typing will be allowed outside the designated form fields.



Text Form Field



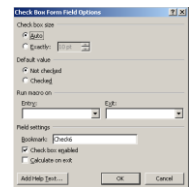
1. Place the **cursor** where the participant will type their response
2. From the **Developer** tab click on the down arrow by the **Legacy Control** (Looks like a tool box) and choose **“Text Form Field”** (ab) option.
 - a. **Double** click on the inserted “ab” (gray box) to bring up the “Text Form Field Option” Window”. This allows you to further manage the field.
 - b. Click the down arrow below the **“Type”** option to specify what type of data may be entered into the field. (Text, Number, Date...)
 - c. Once you have made the selection you can further specify formatting by clicking the down arrow below “Text Format” “Maximum Length” and making a selection. Click **OK** when the formatting is complete.



Check Box



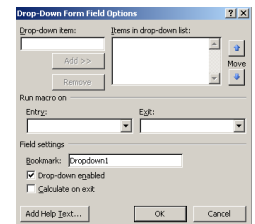
1. Place the **cursor** where the check box will be inserted.
2. From the **Developer** tab click on the down arrow by the **Legacy Control** and choose the “**Check Box Form Field**” option.
 - a. **Double** click on the inserted “**Check Box Form Field**” to bring up the “Check Box Form Field” Fields Options” window to make further specification to the check box.
 - b. By default the check will NOT be checked. Make your selection and click OK.



Drop Down Form Field



1. Place the **cursor** where the drop down menu will be inserted.
2. From the **Developer** tab click on the down arrow by the **Legacy Control** and choose the “**Drop Down Form Field**” option.
 - a. **Double** click on the inserted Drop Down Field to bring up the “Drop – Down Form Fields Options” window.
 - b. Type the text in the “**Drop-Down Item**” box and click on **Add** or press the **Enter** key.
 - c. Click **OK** when the list is complete.



*Helpful Hints

- Never start the list with a possible choice, instead start with something such as: Click here, Choose...
- Edit a created field by double clicking on the inserted field so that the options window will reopen.
- Once the form is protected it **cannot** be edited until it is unprotected.
- If the drop down list will be used in multiple fields copy and paste the drop down list in the other areas.

Copy and Paste

Right click on the field to be copied and choose **Copy**.

Right click where the copied drop-down menu should appear and choose **Paste**. Continue to **move** the cursor to the new location and **right** click and **paste** until all the desired fields have been filled.

Text Box

A text box is a great place to write directions. Using this tool will allow you to quickly make borders and attract the eye to this important information

1. Choose the **Insert** tab
2. Click on the down **arrow** below the **Text Box** option
3. Choose **Draw Text Box**

Type in directions



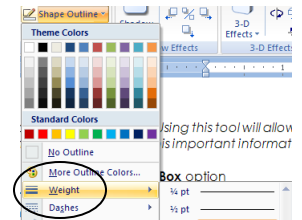
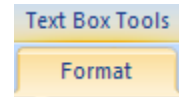
*You can move the box by dragging the box to the desired location. Resize the box by dragging the resizing circles.

4. Your cursor will become a **crosshair**. Click hold and drag out a box
5. **Type** the desired text

Text Box Borders & color

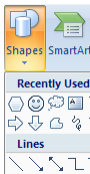
Make the border thicker

1. **Select** the text box
2. Click on the last tab - **Format**
3. A tool bar will appear
4. Click on the Shape Outline and drag to Weight
5. Choose the desired thickness
6. From this menu you may also click on a preferred border color

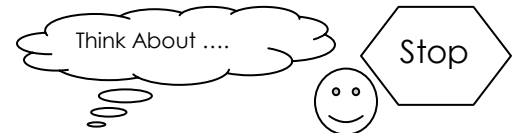


Cue Shapes

Use stop signs, call outs and even smiley faces to encourage students or remind them of directions.



1. Choose the **Insert** Tab
2. Click on the **down** arrow by the **Shapes** options
3. Click on the desired shape
4. **Click, hold** and **drag** until the desired size of your shape is achieved.



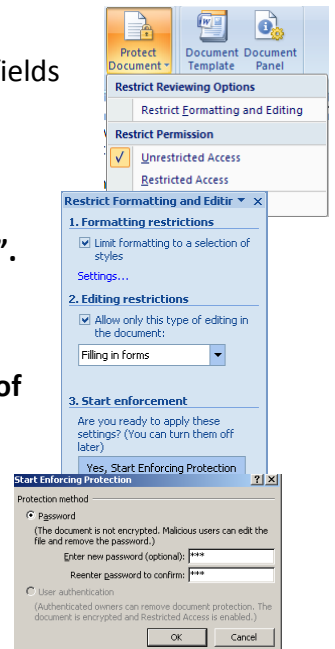
- * You may type in most shapes if you **right** click on the shape and choose **Add Text**.
- * **Callouts** allow you to just click in the shape and type

Protect the Document

Before saving the form as a template it is a good idea to test to be sure all the fields work.

*Be sure you are NOT in the Design Mode on the Developer Tab.

1. From the **Developer** tab click on the down arrow by "**Protect Document**".
2. A submenu will open; choose "**Restrict Formatting and Editing**".
3. A task pane will open on the **right** side of the screen.
4. By number **2, Editing Restrictions** click the box by "**Allow only this type of editing in the document:**"
5. Click on the drop down menu and choose "**Filling in forms**".
6. Click on "**Yes Start Enforcing Protection**"
7. A **password** window will open. You will be asked to type a password **twice**. Once the document is protected it can NO longer be edited unless you unprotect the form.



8. Click **OK**.

Test the form by pressing the tab key to be certain the cursor only goes where you want text entry.

Unprotect the Document

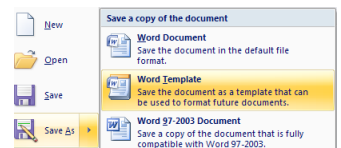
1. From the **Developer** Tab click the “**Protect Document**” icon and then click “**Restrict Formatting and Editing**”.
2. In the Protect Document task pane click on “**Stop Protection**”.
3. You will be asked to enter your **password** and press **OK**.
4. The document may now be edited.

Save as a Template

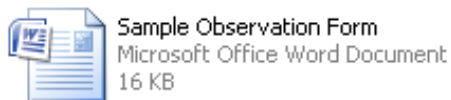
It is a good idea to protect and save the newly created form as a template. Be sure the form is protected before proceeding.



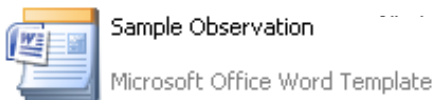
1. Click on the **Office** Button and choose **Save As**.
2. At the submenu choose **Word Template**.
3. At the **Save As** window, choose the **location** for your template and then **name** the file.
4. Click **Save**.



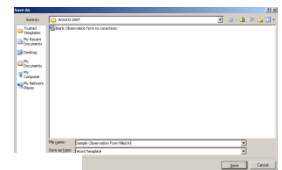
Notice that Template documents have a yellow band at the top, where as a regular document has the top right corner “dog eared”



Regular



Template



Working with a Template vs a Document

Making corrections on the original template

To edit the template, **right** click on the template and choose **Open**. You should see the name of the template on the title bar.

Filling in Information

To use the template, **double** click to open it. You should see the word “Document” with number beside it on the title bar.

Keyboard Shortcuts

Mac Use the Apple key for Ctrl

Ctrl + A = Highlights the entire document

Ctrl + B = Bold

Ctrl + C = Copy

Ctrl + D = Duplicates clip art

Ctrl + E = Align Center

Ctrl + F = Find

Ctrl + G = Go to

Ctrl + H = Replace

Ctrl + I = Italics

Ctrl + J = Justify

Ctrl + L = Align Left

Ctrl + K = Hyperlink

Ctrl + N = New document

Ctrl + O = Open document

Ctrl + P = Print document

Ctrl + R = Right Align

Ctrl + S = Save document

Ctrl + U = Underline

Ctrl + V = Paste

Ctrl + X = Cut

Ctrl + Y = Repeats typing

Ctrl + Z = Undo

Ctrl + F1 = Minimize/Restore Ribbon

Ctrl + > = Grow Font

Ctrl + < = Shrink Font

Ctrl + = = Subscript

Ctrl + + = Superscript

Ctrl + 1 = Single Space

Ctrl + 2 = Double space

Ctrl + 5 = 1 ½ lines of space

Ctrl + Turn the mouse wheel = magnifies text on screen

Ctrl + * = Show/ Hide

Control + F6 = switches between Documents

Tab = Increase Indent

Shift + Tab = Decrease the indent

Shift + F3 = Change Case

Double Click = highlights a word

Ctrl + click in the sentence = highlights the sentence

Highlight a section by **click in front** of the section, hold the **shift** key and **click after** the desired section

F1 = Help

F7 key = Spell check

Right click on a misspelled word = drop down menu

Macintosh Command + click the mouse on misspelled word

F7 + Shift key = Thesaurus

Right click on a word and choose synonym

Control + ALT + Delete = Restarts a frozen computer

Restart a frozen windows machine Control + Alt = Delete key.

ALT + F4 = close a document

Alt Key (letters appear), press the corresponding letter to the desired ribbon, press the letter corresponding to the desired command

Ctrl + ' = Accent Mark José

Ctrl + Shift + ~ = Tilde niña

Ctrl + Shift + : = Umlaut ö

Shift + Colon , Shift + Zero = ☺

Shift + Colon , Shift + Nine = ☹

**Shift + Colon + ** = ☺

Ctrl + Shift + = = Superscript 5²

Ctrl + = = Subscript H₂O



Ideas for Designing Assignments and Assessments



- 👍 Clear uncluttered format – more white space between lines, characters, words and margins
- 👍 Fewer items on a page
- 👍 Leave enough room for students to write answers
- 👍 Enlarge margins to shorten tracking field
- 👍 Larger and clearer fonts
- 👍 Never type in all caps or italics
- 👍 Clear simple directions- Bold directions
- 👍 Underline, bold or use different colors to highlight key words in directions and passages
- 👍 Use symbols such as arrows and stop signs to clarify directions
- 👍 Give examples and non examples-set apart in a box
- 👍 Use fill in the blanks question with Word Banks
- 👍 Multiple choice questions with 3 to 4 choices. Avoid “not” questions
- 👍 Change font or background colors to enhance visual perception
- 👍 Use borders around word banks and between sections
- 👍 Use color coding to identify tasks, definitions, or directions
- 👍 Allow the use of spell check and a thesaurus when appropriate

Feature	Organization	Visual Presentation	Cognitive Supports	Physical Access	Page #
Ribbons & Quick Access	X	X	X		1-5
Magnifying text		X			6
Increase font size & font choices		X			8
Bold, underline & Text Color		x			9-10
Increasing line, word, or character spacing		X			10
Adjusting margins		X			10
Changing font/background color		X			10
AutoCorrect (Misspelled Words & Vocabulary Expansion)			X	X	11
AutoText (Headings & Reduce Keystrokes)			X	X	12
Spell check/Readability Statistics			X		13
Thesaurus			X		15
Footnotes/Endnotes			X		15
SmartArt Graphics (Visual Organizers)	X	X	X		16
Track Changes	X		X		17
Inserting Sound Recordings (Voice Notes)	X		X		19
Proofing (definition)			X		20
Picture Support		X	X		21
Using Drawing functions (stop signs, call outs, etc)	X		X		22
AutoSummarize			X		23
Highlighting	X	X	X		24
Document Map			X		25
Full Read Reading View			X		26
Hyperlinks	X		X		27
Using the Forms functions (check box, answer field, drop down list)			X	X	27-31
Reducing Mouse Movements				X	32

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